

APPLY IN PERSON:

Employment Information Center (M-W-F ONLY)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A,
San Diego, CA 92101

INTERNET: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107

24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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**#T2621 SENIOR MANAGEMENT ANALYST
MONTHLY SALARY: \$4773 to \$5769**

**#T2622 SUPERVISING MANAGEMENT ANALYST
MONTHLY SALARY: \$5369 to \$6503**

APPLICATION FILING PERIOD: FIRST DATE: October 7, 2005

LAST DATE: November 2, 2005

Applications received later than 5:00 p.m. on the last date of this application filing period will be rejected. **PROMPT APPLICATION IS ENCOURAGED.** **Immediate vacancies may be filled when sufficient applicants have been processed.** Later applicants will be eligible for employment consideration as future positions MAY become available.

REQUIREMENTS: For each position, you must meet the requirement(s) listed below on the date you apply, unless otherwise indicated.

EDUCATION: **You must submit proof of degree or completed course work with your application.**

Senior Management Analyst AND Supervising Management Analyst: Bachelor's Degree or equivalent college education (i.e., **minimum** completed units = 120 semester/180 quarter).

NOTE: City of San Diego employees that have previously been employed, or are currently employed in a position that is/was properly classified at the Associate Management Analyst level; or a comparable "analyst-level" position that requires a Bachelor's Degree/equivalent education, may waive submitting proof of degree/course work.

- AND -

EXPERIENCE:

Senior Management Analyst: Three years of full-time experience performing PROFESSIONAL LEVEL budgetary/fiscal and/or administrative/organizational analysis work as described below. A minimum of one year of your qualifying experience must have been performed in a government agency (i.e., Federal, State, County, and/or City).

Supervising Management Analyst: Four years of full-time experience performing PROFESSIONAL LEVEL budgetary/fiscal and/or administrative/organizational analysis work as described below. A minimum of two years of your qualifying experience must have been performed in a government agency (i.e., Federal, State, County, and/or City).

QUALIFYING EXPERIENCE MUST INCLUDE PERFORMING THE FULL RANGE OF PROFESSIONAL LEVEL DUTIES RELATED TO AT LEAST ONE OF THE FOLLOWING AREAS OF RESPONSIBILITY:

BUDGETARY/FISCAL

Must include collecting and analyzing financial data to make financial projections and develop/justify budgets, conducting fiscal projects, and implementing/monitoring budgets; **and** developing written and oral reports to present findings, conclusions, and recommendations.

ADMINISTRATIVE/ORGANIZATIONAL

Must include collecting and analyzing management data, conducting administrative projects, and implementing/monitoring programs related to administrative operations, organizational development, and/or personnel administration; **and** developing written and oral reports to present findings, conclusions, and recommendations.

IMPORTANT! THE FOLLOWING TYPES OF EXPERIENCE ARE NOT QUALIFYING:

- A. **Sub-Professional Experience** which includes assisting a professional level analyst to complete one or more of the qualifying duties specified on Page 1 (e.g., City of San Diego experience as an Administrative Aide I or equivalent experience).
NOTE: City of San Diego experience as an Administrative Aide II **MAY QUALIFY** only if you were underfilling a **PROFESSIONAL** level career advancement position classified at the “analyst” level. If your experience meets this criteria, you must submit written documentation signed by your supervisor and/or budget analyst verifying that you underfilled a career advancement analyst position, including a description of your major responsibilities and your dates of employment.
- B. **Clerical or Office Manager/Administrator Experience** which includes some administrative, personnel, or budget-related duties.
- C. **Clerical Accounting Experience** which includes processing and recording accounts payable and receivable.
- D. **Claims and Retirement Clerk/Aide Experience.**
- E. **Teaching and Training Experience.**
- F. **Wholesale, Retail, and/or Restaurant Experience** as a Manager, Assistant Manager, or Supervisor which includes performing some corollary administrative, personnel, or budget-related duties.
- G. **Medical and Health Services Experience** as a Manager, Assistant Manager, or Supervisor which includes performing some corollary administrative, personnel, or budget-related duties.
- H. **Military Experience** which includes performing some corollary administrative, personnel, or budget-related duties in addition to and in the course of performing military, command, and/or leadership functions.
- I. **Recreation, Sports or Entertainment Director/Coach/Aide/Specialist Experience.**
- J. **Social Work Experience.**
- K. **ANY OTHER EXPERIENCE that does NOT include performing full-time professional level duties as specified in “Qualifying Experience” on Page 1.**

NOTES:

1. City of San Diego employees using Out-of-Class Assignment (OCA) PROFESSIONAL experience to qualify must submit written documentation signed by their supervisor/payroll specialist, detailing the work performed, dates, and total number of qualifying OCA hours. **OCA experience without the required documentation will NOT be considered.**
2. **Additional** qualifying experience may be substituted for education lacked on a year-for-year basis. One year of qualifying experience equals one year (30 semester/45 quarter units) of education.
3. A Master's degree in Public, Personnel or Business Administration; Finance; Economics; Management; Industrial Engineering or Psychology; or a **closely related** field of study may be substituted for a **maximum of one year** of the required experience. It may **NOT** substitute for any of the required **government agency** experience.

DUTIES: Senior Management Analysts and Supervising Management Analysts perform a variety of complex budgetary/fiscal and administrative/organizational analyses; long-range financial planning; feasibility studies; and specialized management research. Employees are responsible for directing, coordinating, and/or performing management research projects including, but not limited to the following: review budget requests, cost-benefit and revenue studies, and other budgetary/fiscal factors pertaining to assignments; make financial projections and forecast revenues; estimate expenditures; evaluate City programs and identify/recommend cost saving work methods; determine appropriate work volumes and staffing levels to increase effectiveness and economy of work systems, procedures, and processes; develop and author detailed research reports and present findings to management, City Council, committees and other interested individuals/groups describing data analyses, findings, recommendations, and implementation strategies; and perform other related duties as assigned. Although different assignments involve varying levels of guidance and supervision, these positions typically require that employees exercise a considerable amount of initiative and independent judgment in evaluating issues, planning studies, conducting research, analyzing data, identifying problems, determining solutions, and making appropriate recommendations. Senior Management Analysts may lead the work of other professional, subprofessional, and/or clerical support staff. Supervising Management Analysts plan, assign, supervise, review, and evaluate the work of subordinate professional and subprofessional staff.

HOW TO APPLY: Submit a completed DATA ENTRY FORM and APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments) for the position(s). Please check all positions listed on your application for which you want to apply. On the Data Entry Form you should record only one position; any additional positions you have checked on your application will be automatically added to your file. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the Application/Supplement for qualifying education, training, and experience. **The City reserves the right to determine which qualifications shall be sufficient to meet the job requirements as stated on this announcement,** and to place ONLY the most qualified applicants on the eligible list for each position.

ELIGIBLE LIST: Separate eligible lists will be established for Senior Management Analyst and Supervising Management Analyst. Candidates who are successful in the screening process described above will be placed on the respective **one category** eligible list(s) which will be used to fill position vacancies during the next **two years**. For each vacancy, only those candidates with the most appropriate qualifications from the corresponding list(s), as determined by the appointing authority, will be contacted by the hiring department for an interview. Note: Candidates may be required to produce a writing sample, at the discretion of the appointing authority.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

BAR/October 7, 2005/Class 1106;1917

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER